



MEMORANDUM FOR: Acting Director of Central Intelligence

FROM : B. C. Evans  
Executive Secretary

SUBJECT : Responsibilities of the AO/DCI

1. In response to your request for comments on the position of AO/DCI, this memorandum sets forth the factors which I feel affect the position grade to be authorized.

2. The fundamental support concept in the DCI Area is a centralized administrative management support for the total DCI Area headed by an experienced officer to whom the DCI and Executive Secretary can delegate authority to effect necessary administrative actions. The individual assigned to this position is responsible to the Executive Secretary for meeting the support requirements of all DCI Area organizations and personnel. At the same time he must assure quality control and compliance with established Agency policy and regulations. While the AO/DCI reports to the Executive Secretary, he also reports to the DDCI and DCI, occasionally directly, but often indirectly through the Chairman of the "E" Career Service Board, Comptroller, D/EEO, DDA, and Executive Secretary. The role of the AO/DCI is similar to that of a Directorate Support Officer. His responsibilities cover the total range of administrative and comptroller functions of the DCI Area, including personnel, budget, training, security, logistics, records management, and travel support to the DCI, his staffs, and independent offices. He is delegated approval authority by the DCI for all administrative actions involving the DCI Area including reprogramming of funds and the projection of new resource requirements required by virtually continuous changes in organization, workload, and manpower requirements.

3. The following indicates the wide range of the AO/DCI's responsibilities:

a. Comptroller functions include continual examination of the relationship of the financial situation to existing and new program requirements, and responding to all Comptroller requests for data or action affecting the DCI Area. The budget exceeds [redacted] Financial transactions, which number in the hundreds each year and vary widely in size, complexity and priority, include responsibility for the DCI Area [redacted] and the Agency's operational entertainment account.

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b. Personnel functions include coordination of recruitment requirements, placements, career counseling, training, assessing the status of and stimulating the application of the Agency's EEO policies and programs, and reviewing and determining hiring procedures for temporary, part-time, consultants, other Agency details and other non-staff personnel. As Secretary of the Executive Career Service Board, he determines meeting agendas, stimulates action in career management areas, and assures implementation of Board decisions. He is responsible for the preparation of E Career Service APP/PDP reports.

c. Logistics functions include procurement, evaluation of space requirements, space allocation, service contracts, the maintenance of all property-in-use records, and reporting. The cost/benefit evaluation of proposed procurement actions and the responsibility for approval of procurement actions for the DCI Area rests with AO/DCI as the manager of the centralized DCI Area procurement account. He is also responsible for the DCI Area Records Management function.

d. Security functions include an overview of the total security program of the DCI Area excepting only the DCI, DDCI, D/DCI/IC personal security protection staff. The AO/DCI advises and assists senior DCI Area officials in the implementation of good security practices and provides security guidance to all DCI Area employees, contractors, contract employees, consultants, detailees from other agencies, and others. He advises the Director of Security and security officials of other agencies on the resolution of security issues affecting DCI Area personnel, including problems related to audio countermeasures, physical security, personal security, investigative support, and document security. The DCI Area Security Officer under the AO/DCI represents the DCI Area on the Agency's Safety Committee and monitors Agency safety planning applicable to the DCI Area including investigation of accidents and preventive recommendations. The DCI Area Security Officer also serves as the Special Navy Control Officer insuring compliance with Navy regulations in the control of their material while it is in the custody of offices or individuals assigned to the DCI Area. Under the supervision of the AO/DCI, the DCI Area Security Officer is in effect the representative of the Director of Security on the staff of the DCI.

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4. There are administrative focal points in each DCI Area component ranging from the secretary to the office chief to a senior-level special assistant, but the responsibilities of the AO/DCI require him to deal directly with DCI Area Office Heads and their Deputies. Interdirectorate relationships are with Directorate Executive Officers and Office Heads and, on occasion, directly with the Deputy or Associate Deputy Director of the Directorates.

5. When Executive Director-Comptroller Colby abolished his position and asked me to develop a centralized administrative management support office for the DCI Area in order to provide even application and control, the role of the AO/DCI increased in complexity and importance. It then became more important than ever that the AO/DCI be an experienced officer, capable of making a decision in an environment that more than ever invited the independent Senior Staff Chiefs to go over his head. That they seldom have is a tribute to the system, as well as to the incumbent. Both the AO/DCI and the Executive Secretary measure their effectiveness in inverse proportion to the number of problems they have to take to the DDCI and DCI for resolution. I believe the AO/DCI position calls for a senior officer with maturity and broad administrative experience. The position should also afford an opportunity for growth so as to attract an individual at the GS-15 level who, with demonstrated ability and interest, could look forward to promotion possibilities without pricing himself out of the job with a promotion.

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